Non-domestic rates

Requirements

- Data submitted should meet this data specification i.e. include all field names

- Data should be password protected once extracted from the relevant systems.

- Data should **only** be submitted via the Data File Upload (DFU) facility within the NFI web application.

- Only current/live accounts should be extracted.

- The Unique Property Reference Number (UPRN) field should be included in your submission if it is populated or part populated.

- **The data extracted should relate to all business rates accounts**, whether there is a discount or exemption. Therefore, this should cover every business property i.e. where business rates are applicable.

Field	Data Format	Comments
NDR account reference	Character	This should be unique
Business Name	Character	
Title	Character	Liable person
Surname	Character	Liable person
Forename	Character	Liable person
Middle name or middle initial	Character	Liable person
Date of birth	Date	
Business Unique property reference number (UPRN)	Character	Each UPRN should be unique.
Business Address 1	Character	
Business Address 2	Character	
Business Address 3	Character	
Business Address 4	Character	
Business Postcode	Character	
Title of other liable person	Character	This should be blank if only one liable person and should be the second named if more than 2 liable persons
Surname of other liable person	Character	
Forename of other liable person	Character	

Field	Data Format	Comments
Middle name (initial) of other liable person	Character	
Date of birth of other liable person	Date	If held this should be blank if there is no other liable person and should be the second named if more than 2 liable persons
SBBS relief start date	Date	Where applicable. If no relief is applied, then the record should still be submitted
SBBS relief expiry date	Date	Where applicable. If no relief is applied, then the record should still be submitted
Small Business Relief Flag	Character	Enter 'S' or 'Small Business' where small business rate relief is in place
Annual value of Small Business Relief	Character	This should be the annual value of the relief awarded
Billing address 1	Character	If applicable. This could be called a 'forwarding address' on your system.
Billing address 2	Character	
Billing address 3	Character	
Billing address 4	Character	
Billing address postcode	Character	
Bank Sort Code	Character	
Bank Account Number	Character	
Rateable value	Character	